

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA**

Transcription Guidelines and Agreement

1. A party or entity seeking to provide transcription services (hereafter, “transcriber”) must be certified by the American Association of Electronic Reporters and Transcribers (AAERT) or other comparable transcription certification organization and must provide proof of such certification prior to inclusion on the court’s list of approved transcribers.
2. The transcriber must comply with these guidelines and all applicable statutes, regulations and national and local rules.
3. The transcriber must keep confidential the contents of all recorded hearings and certify all transcripts in a timely manner.
4. The transcriber shall be subject to random audits of its work to ensure the quality and accuracy of transcripts produced. Failure of the transcriber to meet the standards of the United States Bankruptcy Court may result in immediate removal of the transcriber from the court’s list of approved transcribers.
5. The transcriber must have version 5.6 or higher of the FTR player (which requires a Windows OS), available by free download from the FTR website. In addition, the transcriber must have the ability to open PDF documents and to create documents in or convert documents to PDF format. The transcriber must be capable of receiving large audio files electronically. The court reserves the right to upgrade or change its recording software at any time.
6. After receiving a request for a transcript, the transcriber must contact the appropriate judge’s ECRO to determine the length of the hearing, for purposes of providing the requester of the transcript with an estimate of its cost. Once the requester orders the transcript, the transcriber must contact the ECRO again to arrange for electronic delivery to the transcriber of the audio files, lognotes and any other relevant materials. Once the audio files have been prepared, the court will send the transcriber a link to them. **USE BY THE TRANSCRIBER OF ANY AUDIO FILE EXCEPT THE ONE PROVIDED BY THE ECRO AS DESCRIBED ABOVE TO GENERATE AN OFFICIAL TRANSCRIPT IS STRICTLY PROHIBITED. THIS PROHIBITION INCLUDES BUT IS NOT LIMITED TO AUDIO FILES DOCKETED IN CM/ECF.**
7. The transcriber must be provided with training on the electronic filing of transcripts to court’s Case Management/Electronic Case Filing (CM/ECF) system. Upon completion of the training, the transcriber must be provided with a CM/ECF login and password from the Court, with limited access to transcript-related filing events. The transcriber must safeguard its login and password from any unauthorized use.
8. The transcriber may charge up to the maximum rates established by the Judicial Conference of the United States.
9. The transcriber must prepare a transcript of the hearing or trial in accordance with the Guide to Judiciary Policies, Volume 6, Chapter 5. Upon completion of the transcript, the transcriber must electronically file the transcript in PDF format to the court’s CM/ECF system. The transcriber must provide a copy of the transcript to the requester in whatever form and manner agreed upon.

10. If a party files a Request for Redaction and serves on the transcriber a Request for Redaction and List of Items to be Redacted, the transcriber must, within thirty-one (31) days thereafter, electronically file the redacted version of the transcript to the court's CM/ECF system.
12. The transcriber must ensure that all its employees, agents and independent contractors are fully aware of and comply with these Guidelines.
13. The court, in the exercise of its discretion, may remove the transcriber from its list of approved transcribers at any time and for any reason, upon written notice to the transcriber.

By signing below, I agree to comply with the Guidelines set forth above.

Date: _____

Signature

Name of Person Signing (*please print*)

Title and Company Name (*if applicable*)

Email address

Phone number

Please submit the signed agreement to:

United States Bankruptcy Court
ATTN: Clerk of Court
301 U.S. Courthouse
300 South Fourth Street
Minneapolis, MN 55415